


SAMPLE SCHEDULE

JOB SEARCH PROGRAM WEEK ONE SAMPLE ONLY		 Career Transition Center Foreign Service Institute U.S. Department of State		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
March 7, 2005 Rooms C-3114 & C-3116 8:00 – 8:40 Room C-3116 Registration & Job Search Networking 8:40 – 8:45 Room C-3114 Welcome Barry Wells FSI Deputy Director 8:45 – 9:00 Introduction of CTC Staff & FSI Orientation Ray Leki, Director, FSI/TC 9:00 – 10:00 FSI Orientation Susan Drew Thomas 10:15 – 11:30 Transitions from a Different Perspective Susan Drew Thomas & John Giusti 11:30 – 4:00 Introductions & FSI Tours Small Groups Counselors (See Room Schedule)	March 8, 2005 D-1103 9:00 – 11:45 Getting Started Susan Drew Thomas 1:00 – 2:30 Job Search Research #1 – Multiple Resources Nedra Klee Hartzell & John Giusti 2:45 – 3:45 Job Search Research #2 – Public Library Resources Jane Larsen, Arlington County Public Library 3:45 - 4:00 Employee Profile Plus DG's Office 4:00 – 5:00 Former Job Search Participants Panel TBA	March 9, 2005 Room D-1103 9:00 – 12:15 Job Search Research #3 – On-line Resources Susan Musich, Career Transition Consultant 1:30 – 2:30 Legal Restrictions after Retirement Julie Girinberg, L/Ethics 2:45 – 4:00 Job Search Research #4 – Applied Research Amy Pitts	March 10, 2005 9:00 – 5:00 Individual Scheduled Consultations Counselors (See Room Schedule) 9:00 – 5:00 Independent Work Research & Transition Issues	March 11, 2005 9:00 – 11:45 LifeScapes (20-Year Journey) Mid-size Groups Counselors (See Room Schedule) 9:00 – 11:45 Room C-2107 Transition Issues for Spouses AAFSW 12:00 – 1:00 Room C-2107 Transportation Brown Bag Lunch (Optional) Mette Beecroft, DOS, and Williford Thomas, USAID 1:00 – 5:00 Type Preference & Transition Mid-Size Groups Counselors (See Room Schedule) <div style="background-color: #e0e0e0; padding: 5px;"> Students should complete Weekly Evaluation Reports for Week One & submit to their counselors </div>

JOB SEARCH PROGRAM WEEK TWO

SAMPLE ONLY



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
March 14, 2005 Room D-1103 9:00 – 11:45 Nuts & Bolts of Resumes Robbie Kaplan, Career Transition Consultant 1:00 – 4:00 Skills Assessment & Accomplishments Nan Siemer, President, Breakers	March 15, 2005 Room D-1103 9:00 – 10:00 ?????? Bobbie Friedman, Career Transition Consultant 10:30 – 1:00 The Next Chapter: Bringing the Future into Focus Mid-size Groups Counselors (See Room Schedule) 2:00 – 5:00 Resume Development Small Group Workshops Counselors (See Room Schedule) Students should bring Assignment 1 (Getting Started Action Plan, Skills Summary, Accomplishments Statements & LifeScapes Materials) to Small Groups	March 16, 2005 Room D-1103 9:00 – 10:15 Cover Letters & References Susan Drew Thomas 10:30 – 11:45 How Not To Be De-Selected Thomas Morris III President, Morris Associates, Inc. 1:00 - 2:15 Turning To the Future Abigail Trafford Washington Post Columnist and author of My Time 2:30 – 4:00 Retirement Information Daniel Webber, HR/RET	March 17, 2005 Room D-1103 9:00 – 11:45 Job Search Research #5 – Talking About Yourself in the Job Search Mac Saddoris, CDRC; John Giusti & Nedra Klee Hartzell 1:00 – 5:00 Independent Work First Draft of Resume & Cover Letter Bi-Weekly report for Pay Period 5 due to Ms. Sutton (Room E-2105) by COB	March 18, 2005 9:00 – 2:30 Resume & Cover Letter Evaluation Small Group Workshops Counselors (See Room Schedule) 2:30 – 5:00 Independent Work on Resume Students should bring Assignment 2 (10 copies of their draft Cover Letters & Resumes) to Small Groups Students should complete Weekly Evaluation Reports for Week Two & submit to their counselors

**JOB SEARCH PROGRAM
WEEK THREE
SAMPLE ONLY**



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
March 21, 2005 Room F-1210 9:00 – 11:45 Interviewing Susan Drew Thomas 12:00 – 1:00 Room C-4109 Academic Curriculum Vitae – Brown Bag Lunch (Optional) TBA 1:00 – 5:00 Individual Scheduled Consultations Counselors (See Room Schedule) Assignment 3: E-MAIL RESUME TO COUNSELOR OTHER THAN YOUR OWN, AS ASSIGNED, BY 5:00 PM	March 22, 2005 9:00 – 11:45 Preparing for Difficult Questions Small Group Workshops – Counselors (See Room Schedule) 12:00 – 1:00 Room C-4109 International Development Resumes – Brown Bag Lunch (Optional) Panel TBA & Amy Pitts 1:00 – 5:00 Individual Scheduled Consultations Counselors (See Room Schedule) Students should bring MBTI Report, The Next Chapter and Masterpiece Canvas to Individual Consultations tomorrow	March 23, 2005 Room F-1210 9:00 – 11:45 Negotiating Nan Siemer, President, Breakers 1:00 – 2:15 Part-Time & Temporary Work Opportunities Vandoster Tabb & John Giusti 2:30 – 4:00 Nuts & Bolts of Starting a Consulting Business Rita Ferrall	March 24, 2005 Room F-1210 9:00 – 10:15 What Does Your Clothing Say About You? Rita Gworek, Image Consultant 10:30 – 11:45 Opportunities in Associations TBA 1:00 – 2:15 Opportunities in Education TBA 2:30 – 4:00 Recruiters Panel TBA	March 25, 2005 9:00 – 10:45 Resume Critique Counselors (See Room Schedule) 11:00 – 4:00 Practice Interview Small Group Workshops Counselors (See Room Schedule) Students should bring Assignment 4 (30-Second Summary, Scenario for Practice Interview, 3 copies of resume & Answers to Difficult Questions) to Small Groups Students should complete Weekly Evaluation Reports for Week Three & submit to their counselors

**JOB SEARCH PROGRAM
WEEK FOUR
SAMPLE ONLY**



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
March 28, 2005 Room F-1210 9:00 – 10:15 Writing and Publishing Panel (TBA)) 10:30 – 11:45 Volunteer Opportunities Panel (TBA) & Vandoster Tabb 1:00 – 5:00 Individual Videotaped Interviews (per schedule) 1:00 – 5:00 Independent Work on Assignments	March 29, 2005 Room F-1210 9:00 – 10:15 Federal Government Work After Separation Panel (TBA) Vandoster Tabb 10:30 – 11:45 Contractor's Panel TBA 1:00 – 4:00 JOB FAIR at the Gym (Employers TBA)	March 30, 2005 Room F-1210 9:00 – 10:30 Financial Aspects of Starting or Buying Your Own Business Deric Mims, Sun Trust Bank 10:45 – 11:45 Talking to Small Business Experts TBA 1:00 – 5:00 Individual Videotaped Interviews (per schedule) 1:00 – 5:00 Independent Work on Assignments	March 31, 2005 Room F-1210 9:00 – 9:15 Association for Diplomatic Studies & Training Kenneth Brown, Director 9:15 – 10:30 Opportunities in NGOs and Non-Profits TBA 10:45 – 11:45 Telling Us What You Think John Giusti 1:00 – 5:00 Individual Videotaped Interviews (per schedule) 1:00 – 5:00 Independent Work on Assignments Bi-Weekly report for Pay Period 6 due to Ms. Sutton (Room E-2105) by COB	April 1, 2005 9:00 – 10:45 Wrap-up & Small Groups Counselors (See Room Schedule) <div>Students should bring Assignment 5 (Resource Review, Final Resume for File, Week 4 Evaluation, final Program Evaluation & Talent Bank Form)</div> 11:00 – 12:00 <i>Room F-1210</i> Stepping Into the Future Susan Drew Thomas 12:00 – 1:00 Room C-3116 Appreciation Reception Sponsored by AFSA & DACOR 1:00 – 5:00 Individual Videotaped Interviews (per schedule)

**JOB SEARCH PROGRAM
WEEK FIVE
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
April 4, 2005	April 5, 2005	April 6, 2005	April 7, 2005	April 8, 2005
9:00 – 5:00 Individual Videotaped Interviews (per schedule)	9:00 – 5:00 Individual Videotaped Interviews (per schedule)	9:00 – 5:00 Individual Videotaped Interviews (per schedule)	9:00 – 5:00 Individual Videotaped Interviews (per schedule)	9:00 – 5:00 Individual Videotaped Interviews (per schedule)

WEEK VI – IX

SAMPLE ONLY

All Participants

All participants are encouraged to find local resources to assist them in their job searches wherever they locate following the Job Search Program. See *Resource Guide Introduction* for suggestions, under Transition Assistance.

Those staying the DC area may continue to consult with CTC staff if they wish. Participants remaining in the Washington area are also encouraged to attend the following scheduled meetings to discuss their progress and share information:

Tuesday, April 12 JSP Follow-up Group Meeting with Amy Pitts in Room E-2118 from 10:00 – 12:00

Tuesday, April 26 JSP Follow-up Group Meeting with Amy Pitts in Room E-2118 from 10:00 – 12:00



Foreign Service Participants

During their second month of the program, FS participants are expected to work daily on their independent career transition program. FS participants must continue to submit Biweekly Reports during this second month in order to get paid:

Thursday, April 14 Bi-Weekly Report for Pay Period 7 due to Ms. Sutton by COB

Thursday, April 28 Bi-Weekly Report for Pay Period 8 due to Ms. Sutton by COB



April 30 END OF JOB SEARCH PROGRAM



Staff members of the Career Transition Center are always available to assist any JSP participant!